



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
U.S. ARMY CONTRACTING AGENCY
NORTHERN REGION CONTRACTING CENTER
2798 HARRISON LOOP COMPLEX
FORT EUSTIS, VIRGINIA 23604-5538

REPLY TO THE ATTENTION OF

SFCA-NR-NRCC (715k)

19 January 2005

MEMORANDUM FOR Directors of Contracting/Division Chiefs

SUBJECT: Northern Region Contracting Center (NRCC) Policy Letter 05-3

1. Reference:

- a. US Code, Title 5, Chapter 61, Subchapter 11.
- b. Code of Federal Regulations (CFR) Title 5, Part 610; Hours of Duty.

2. The Northern Region Contracting Center (NRCC) civilian personnel serving in an official supervisor or management position are only authorized to work the 5-4/9 compressed work schedule or flexible work schedule. The 5-4/9 is the schedule that provides for an employee to work nine hours daily for eight days, eight hours on one, pre-established workday within the pay period, and have one pre-established workday off during each pay period. The eight-hour day and day off are subject to approval along with any other deviations from the established work schedule. The flexible work schedule is the one that allows varied arrival/departure times around core hours, but maintains an eight-hour day, 40-hour week, and 80-hour pay period. The gliding arrival time for the flexible work schedule is 6:00 to 8:30 a.m.

3. The presence of supervisory and managerial employees is critical in maintaining the continuity and stability of the work force and above all for meeting the most critical mission requirements. After implementation of the CWS work schedule, and the RDO is established, the RDO day cannot be changed without prior approval of the supervisor. The regulation states that in no instance will the day be exchanged outside of the pay period.


4. Army Contracting Agency (ACA) is a customer-focused organization. We can best serve our customers by being available when they are. For this reason, ACA NR encourages the DOCs to work the same work schedules as the host installation.

5. The effective date for this policy is 6 February 2005 and all other types of compressed schedules for supervisors are not authorized as of this date.

SFCA-NR-NRCC (715k)

SUBJECT: Northern Region Contracting Center (NRCC) Policy Letter 05-1

6. This policy remains in effect until rescinded or superseded.


CRAIG A. DEDECKER
LTC, IN
Commanding